



219 North Main Street | Suite 402 | Barre, VT 05641  
(p) 802-479-1030 | (f) 802-479-1835 | [education.vermont.gov](http://education.vermont.gov)

## MEMORANDUM

TO: Superintendents  
FROM: Office of Educator Licensing  
SUBJECT: Viewing Educator Credentials  
DATE: August 1, 2014

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The Licensing Office would like to inform Superintendents and other stakeholders that anyone can visit the *Vermont Online Licensing System for Educators* and check on an educator's current credentials. Use the following procedure:

1. Go to <https://alis.edlicensing.vermont.gov/login.aspx>
2. Click on 'To search for an educator'

A screenshot of the Vermont Online Licensing System for Educators login page. The page has a light blue background. On the left, there is a white box titled "USER LOGIN" containing fields for "Login Name" and "Password", a "Login" button, and links for "Forgot Login/Password", "Existing and previously licensed Vermont Educators Register Here", "Never held an Educator License in Vermont? Click here", and "To Search For an Educator Click here". A blue arrow points from the "To Search For an Educator Click here" link to the right. On the right, there is a welcome message, a notice about the 2014 Renewals Field Test, a notice about a second Field Test, and contact information for Educators and Superintendents. At the bottom, there are logos for Visa, Discover, MasterCard, and echeck.

3. Fill in the educator's name in required fields, and/or the type of license or endorsement you wish to view. Then click on the 'search' tab.



**Educator Search**

**Educator Search**

Last Name:  First Name:  Middle Name:

License Type:  Endorsement:

**Search Results**

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4. You will be able view the type of license an educator holds, the endorsement(s), any limitations or restrictions, and the date the license expires.



**Educator Search**

**Educator Search**

Last Name:  First Name:  Middle Name:

License Type:  Endorsement:

**Search Results**

Educator Name	License Type	Subject Limit	Grade Limit	License Restriction	Endorsement	Expiration Date
YESALONIA, SUSAN A.	Professional Educator License (Level II) II	None	None	None	Health Education	06/30/2020
YESALONIA, SUSAN A.	Professional Educator License (Level II) II	None	None	None	Physical Education	06/30/2020

1-2 of 2 records

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This information is generated directly from the *Vermont Online Licensing System for Educators* and is current in real time. If you have any questions, please call the Licensing Office at (802) 479-1700.

Thank you.